



Lake Jackson Parks and Recreation Department
91 Lake Rd, Lake Jackson, TX 77566
979-297-4533 fax 979-297-0021

PARK RENTAL AGREEMENT

PLEASE FILL OUT THE COMPLETE FORM (FRONT & BACK)

PLEASE PRINT CLEARLY

Renters Name: (must be 18 or over)					
Name of Person Receiving Deposit: Deposits paid with a credit card will be refunded back to the card unless specified otherwise					
Mailing Address/City/State/ZIP: (needed to mail deposit refunds)					
Contact Phone:			Alternate Phone:		
Email:					
Date of Event:		Start Time	End Time	Estimated Attendance	
Description of Event:		Will there be Alcohol? _____ Yes _____ No		Will there be amplified music? _____ Yes _____ No	
Will you have a moonwalk, waterslide or any other type of inflatable or ride? _____ YES _____ NO					
Name of company you will be renting from? _____ (Rental receipt, certificate of liability listing the City of Lake Jackson, and State Inspection certification required) See page 2 #6 for requirements					
RENTAL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF RESERVATION					
Additional Deposit Requirements					
<ul style="list-style-type: none"> Events with Amplified Music (live music, DJ), alcohol or 100 or more people will be required to pay an additional security deposit. Events with 150 or more people will also be required to provide security at the expense of the renter (\$35 per hour per officer). This fee must be paid to the Recreation Center 72 hours prior to the event in the form of cash or a money order. 					
CHECK FACILITY	FACILITY	TIME	RENTAL FEE	DEPOSIT	Add'l Deposit
	Dunbar Pavilion	Mon-Thu (7am-dusk)	\$60/day	\$100	\$200
	Dunbar Pavilion	Fri-Sun (7am-dusk)	\$75/day	\$100	\$200
	MacLean Small Pavilion	Mon-Sun (7am-12am)	\$25/2 hrs	\$50	\$200
	MacLean Large Pavilion	Mon-Sun (7am-12am)	\$165/day	\$150	\$200
	MacLean Food Service Only available w/large pavilion rental	Mon-Sun (7am-12am)	\$110/day	\$100	-----
	Shy Pond North Pavilion	Mon-Sun (8am-dusk)	\$25/2 hrs	\$50	\$200
	Shy Pond South Pavilion	Mon-Sun (8am-dusk)	\$25/2 hrs	\$50	\$200
Deposit Required				\$	
Additional Deposit Required:				\$	
Rental Fee				\$	
Security Fee, customer notified – (date)				(emp) \$	
Total Amount Due				\$	

FOR OFFICE USE ONLY

Employee Signature: _____ Date: _____ Receipt _____
 Payment: Cash _____ Check Number _____ Credit Card: Visa MC Discover **CC AUTH #** _____

Rental Policies:

1. Before a date can be reserved, all applicable fees must be paid in full, and a facility rental agreement must be completed.
2. **DEPOSITS:** Events with amplified music (live music, DJ, etc.) alcohol, or 100 or more people in attendance, require an additional deposit of \$200.
3. **SECURITY:** For events that have more than 150 people in attendance, the renter will be required to pay the additional security deposit and hire a Lake Jackson Police Officer at the expense of the renter of the facility (\$35 per hour per officer). This fee must be paid 72 hours prior to the event in the form of cash or a money order.
4. All events are subject to inspection by the Lake Jackson Police Department and Parks and Recreation staff.
5. The renter is responsible for all actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
6. **MOONWALKS:** The use of inflatable "moon walks", generators, and similar equipment is permitted but a rental receipt, certificate of liability with a minimum of \$1,000,000 in coverage and listing the City of Lake Jackson, 91 Lake Road, Lake Jackson, TX 77566 as a certificate holder, and a State Inspection certification must be provided to the Recreation – Lake Jackson prior to scheduling a function. Failure to do so will result in loss of moon walk privileges for the designated event and forfeiture of deposit.
7. For Sunday rentals, keys must be picked up at the Recreation Center – Lake Jackson before 6:00pm on Saturday (Recreation Center does not open until 1:00pm on Sundays).
8. MacLean Park hours are from 5:00am to midnight, all other parks are open 5:00am to 30 minutes after sunset (Ordinance Sec. 66-1). It is unlawful for any person to be in city parks when they are closed, except when scheduled and authorized by the city.
9. All renters must supply their own trash bags and cleaning supplies and grounds must be kept litter, and all trash cans emptied into the provided dumpster.
10. The rental grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters.
11. The sale of alcoholic beverages and glass containers are prohibited at all City Facilities.
12. In accordance with the city ordinance Sec. 86-67 regarding sound amplification: it shall be unlawful for any person, group or entity, while in a public park or on a public street or sidewalk, to amplify noise, music or speech to such a volume that it would disturb the sensibilities of a reasonable person residing in a surrounding neighborhood. Any profanity through a p.a. system will result in the immediate closing of the reserved venue. **SPECIAL NOTE: Dunbar Park Renters must turn off ALL amplified music at 9:00pm.**
13. Renters and guest must park in designated parking areas only. No parking on grassy areas, sidewalks, driveways, or pavilions.
14. Swimming, bathing or wading is prohibited in ponds, lakes, or reservoirs and skates, skateboards, scooter device, bicycles, tricycles or any other human powered devices are prohibited under any park pavilions.
15. All pets must be on a leash.

Cancellation/Refund Policies:

16. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund, **less cancellation/change fee**. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.
17. Any cancellation, and/or change in date and/or time, and/or change in location of facility rental will result in an additional \$12 cancellation/change fee.
18. In the event of inclement weather, as determined by Parks & Recreation staff, a full rental refund will be issued if the renter cancels the event **IN WRITING 48 HOURS PRIOR** to the event. **LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR** to the event, the renter may contact the Recreation Center during **normal facility hours**, and **reschedule** their rental to any available time slot for the same facility at no additional charge. **FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE.**
19. Refunds and/or Deposits will be refunded within 3-4 weeks after your event.

By signing you are affirming that you have read, understand and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

Signature: _____ Date: _____